

Good Practice Checklist for Online Courses (Information, presentation and organization)

This checklist can be used as a framework for the design and development of an online course, or as a tool for evaluating an existing online course. It is based on general standards and recommended best practices for online learning. Not all of the items will be relevant to every course as they depend on the level of online, blended or web-supported delivery.

Tick the items which are completed and highlight that the ones that need work. Post your suggestions for improvement on the Moodle forum or email this to your tutor. Some items may not be applicable to your chosen course so either cross them out or insert N/A.

Course Specific Information	
The name of the course is clearly stated.	
The course outline or equivalent is available.	
Assessment requirements are described.	
A course timetable or schedule is provided.	
Contact information for the course coordinator and teaching staff is available.	
Links to websites with useful course-related information, organisations or associations are provided.	
A Glossary of terms or links to definitions of new vocabulary is provided.	
FAQ (frequently asked questions) are available if applicable.	

Presentation	
The first impression is positive and welcoming.	
Overall layout of course page is easy to follow.	
Style of presentation is consistent with other courses within the same year or programme.	
The course page is of a reasonable size for easy viewing and minimal scrolling; longer pages can include section links or user controls tools (expand/collapse tool)	
Text font and layout is easy to read.	
Headings and/or icons are used consistently throughout.	
Spelling and grammar are accurate and consistent.	
Images are suitable for the course content.	
Colour is used appropriately to add interest.	
Presentation is suitable to meet needs of students with disabilities (eg font size, colours, alternative formats)	

Organisation	
Course content is organised in a logical sequence.	
Information is organized into convenient and manageable chunks for learning.	
Guidelines are provided on how to study this course (eg expectations of students participation in activities, expected weekly/topic time commitment)	
Navigating around course materials is easy.	
Links to websites and other parts of the course work.	
Clear guidance is provided about activities (online, offline or face-to-face).	

Acknowledgements

This checklist has been developed using:

☐ Online Course Good Practice Checklist from NMIT Flexible Learning Team,
<http://ecampus.nmit.ac.nz/moodle/>

☐ NZ eLearning Guidelines: available from <http://elg.massey.ac.nz/Guidelines-questions.pdf>

☐ Instruction Design Tips for Online Learning: available from
<http://www.csuchico.edu/tlp/resources/rubric/instructionalDesignTips.pdf>

☐ What does a high quality online course look like? Available from
<http://www.csuchico.edu/celt/roi/index.shtml>

☐ Universal Design for Learning: available from <http://www.ctfdfsfsu.com/universal-design-for-learning-online-training-module.htm>